**GCK Policy**

**“Communication”**

**Objectives**

For GCK to provide clear and informative communication to all staff and families through a range of methods.

**Procedures & Strategies**

Our communication policy is outlined below in the following sections:

1. Communication Methods
2. Communication with Parents and Whanau
3. **Communication Methods**

**Purpose:**

GCK will use a range of methods to communicate information to families and whānau, and staff.

**Procedure:**

Methods of communication GCK use are:

* Newsletters via Mail Chimp
* Notice boards within GCK
* Email
* Website
* Storypark (to keep parents and whānau informed about children’s work and play at Kindy)
* The above are all important methods of communication with parents and whānau.
* The following information will be displayed on notice boards inside GCK or is available on request or publicly as indicated in brackets next to the relevant information:
* Audited Annual Financial Statements (on Charities Register website)
* Building Warrant of Fitness (displayed in the foyer of the Glendowie Presbyterian Church adjoining GCK)
* Centre Licence
* Children’s Observation Sheet (kept in GCK office)
* Childcare Regulations (kept in the Parent Handbook by the notice board inside GCK)
* Complaints Policy Regarding Complaints Procedure (kept in the Parent Handbook by the notice board inside GCK)
* Earthquake/Fire Procedures (kept in GCK office)
* Trust Board Minutes (electronically stored in GCK Googlegroup).
* Newsletters (electronically generated in Mail Chimp with copies kept on GCK Googlegroup)
* List of Persons Responsible
* Parent Policy Folder (kept in the Parent Handbook by the notice board inside GCK)
* Philosophy Statement
* Programme Plans (kept in GCK office)
* Staff Qualifications (kept in the Parent Handbook by the notice board inside GCK)

1. **Communication and Consultation with Parents and Whānau**

**Policy**

We recognise parents and whānau are the life-long educators and teachers of values to children and it is the role of staff to work in partnership with them.

We will provide opportunities for parents and whānau to communicate the needs and aspirations they have for their child and consider this information when making decisions on the child’s care and education.

The decision making process will reflect the sensitivity to different cultural customs of the families attending the centre.

**Procedure:**

* Shared information forms (All About Me) will be given to parents at enrolment.
* Portfolios available in the Kindergarten for parents to read and write a response and provide feedback for staff.
* Philosophy statements are displayed in portfolios and on the notice board.
* The programme documentation is kept in the office and is always available for parents to read.
* There is formal and also informal communication between parents and staff regarding the care and education of their children.
* Parents and whānau are welcome to approach any staff at any time regarding the care and education of the children.
* The activities of the centre are a reflection of the ideas and aspirations of the parents, whānau, staff and Ministry of Education requirements.
* Parents are involved in the happenings of GCK – such as Trust Board, Sub-Committees, trips, working bees and regular family evenings etc.
* Centre policies are displayed to parents and whānau for feedback and consideration. Parents’ voice forms, to provide feedback, suggestions or comments are available by the sign-in sheet or from the office.
* An important role for staff is informing parents and whānau of the up-to-date research, current issues and developmentally appropriate activities in Early Childhood Education and how these are implemented in the centre (providing appropriate literature is an important aspect of this).
* Information and guidance are sought when necessary from external agencies/services to enable staff providing education and care to work effectively with children and parents.

**Links to Licensing Criteria: C11, C12, GMA2, GMA1**